



LOCKOUT TAGOUT PROCEDURE

Department: Housing Support HVAC
Equipment: Air Compressor
Equipment Location: Campus Maintenance Rooms

Purpose: This procedure establishes the minimum requirements for the lockout and tagout of energy isolating devices whenever performing maintenance or servicing an air compressor to protect employees from the unexpected energization or start-up of the air compressor, or release of stored energy.



Special Precautions: N/A

EQUIPMENT PICTURE

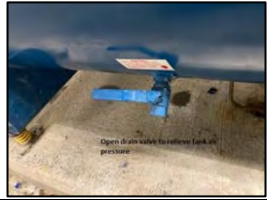




Example: Koury Residence Hall, Basement Mechanical Room

ENERGY SOURCES

Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 460V	Disconnect	Move to "Off" position and lockout and tagout	3a	
Pneumatic 80 psi	Locate ball valve that supplies air to air dryer	Move valve to closed position (ensures building pressure does not drop during servicing)	3b	



Pneumatic 80 psi	Locate ball valve for draining water from tank	Slowly move valve to open position	5a	
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LOCKOUT TAGOUT SEQUENCE		
Step	Description	
1. Notify Employees	Notify affected employees of LOTO activity: <ol style="list-style-type: none"> Supervisor EMCS Building CD if shutdown will be for a long period of time 	
2. Equipment Shutdown	Shut down compressor by normal stopping procedure.	
3. Isolate Energy	Disconnect each energy source. <ol style="list-style-type: none"> Turn off disconnect by moving arm to "Off" position Close valve that supplies air to air dryer. 	
4. Lockout Energy	Lockout and tagout each energy isolating device.	
5. Dissipate Energy	Dissipate or restrain residual or stored energy. <ol style="list-style-type: none"> Slowly open valve for draining tank. Leave valve open while servicing air compressor. 	
6. Verify Isolation	Verify isolation by attempting to restart if there is local control or <ol style="list-style-type: none"> Check for zero voltage where power comes into the AC Controls. (Note: wear appropriate Arc Flash PPE, if applicable) 	
	<ol style="list-style-type: none"> Check for zero pressure on air compressor gauge 	
7. Perform work	The equipment is locked out. Perform work.	

RESTORE EQUIPMENT TO SERVICE SEQUENCE	
Step	Description
8. Clear Work Area	To restart equipment, clear work area of personnel and tools.
9. Verify Controls	Verify that controls are in "off" position.
10. Remove Lockout	Remove lockout devices and reenergize machine.



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11. Notify Employees	Notify affected employees that servicing is completed.
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